

JOB ANNOUNCEMENT

IMMEDIATE OPENING

POSITION: Law Clerk for Judge James Z. Davis
SALARY RANGE: \$41,419/yr. Law School Graduate
\$43,744/yr. Bar Certified
\$46,177/yr. Bar Certified plus one year law experience
LOCATION: Matheson Courthouse - Court of Appeals - Salt Lake City
TYPE OF POSITION: Full-time position, with benefits
CLOSING DATE: Open until filled
NOTE: Immediate opening

APPLICATIONS AND RESUMES SHOULD BE DIRECTED TO:

Honorable Judge James Z. Davis
Utah Court of Appeals
P.O. Box 140230
Salt Lake City, UT 84114-0230
801-578-3932 (phone)

DUTIES: Performs professional legal research and analysis on complex legal issues for Judge Davis, including but not limited to:

- Researching legal issues and reviewing current law
- Reviewing records, trial transcripts, and briefs to acquire understanding of cases
- Preparing, drafting, and editing opinions, concurrences, and dissents as directed by judge
- Editing, proofing, and finalizing co-clerk's draft opinions, concurrences, and dissents
- Proofing and finalizing other judges' draft opinions, concurrences, and dissents
- Attending and acting as bailiff at oral arguments
- Maintaining judge's filing and correspondence
- Assisting judge with other related duties as assigned

REQUIRED QUALIFICATIONS: Graduation from an ABA accredited law school with a Juris Doctor degree. Bar membership preferred. If not admitted to the Bar, must successfully complete Bar requirements at next opportunity.

Must possess:

- A working knowledge of Utah law, legal terminology, and the state court system
- Excellent legal research skills, including experience with Lexis and/or Westlaw
- Excellent legal writing skills, including familiarity with the legal writing format as well as a demonstrated ability to organize legal arguments and conduct factual analysis
- Demonstrated ability to pay attention to details
- A working knowledge of the Bluebook: A Uniform System of Citation
- Excellent oral communication skills
- Ability to adapt quickly to a new work environment and to quickly understand new areas of law
- Ability to establish and maintain effective working relationship with judges, colleagues, other agencies, and the public
- Ability to follow instructions
- Ability to maintain confidential information
- Excellent organizational skills

APPLICATION PROCEDURE: Please mail or deliver your cover letter, resume, unedited writing sample, and law school transcript to the address indicated above.